

FIRE PREVENTION OFFICER

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses a non-supervisory administrative position in the Fire Prevention Division, the primary duties of which include conducting fire inspections to ensure compliance with fire codes and ordinances and investigating all fires to determine the cause and origin of the fire. The incumbent in this class educates the public on fire hazards and safety, and maintains records and reports required to document the activity of the Fire Prevention Division. The Fire Prevention Officer works with some supervision, having the authority to work independently in most areas. The employee of the class reports to and has work reviewed by the Fire Chief.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Manages the operation of the fire prevention, inspection, investigation, and public education division in the fire department. Prepares for an inspection by reviewing previous inspection reports, building plans, and applicable codes. Obtains permission for the inspection, briefs the occupant/owner of the procedure, and provides them with copies of forms and reports. Inspects the interior and exterior of the building, assesses the occupant load, and collects information to be used in determining fire safety and compliance with applicable codes. Inspects portable and fixed fire extinguishing systems; standpipe systems; fire hydrants; heating, ventilating, and air conditioning systems; fire detection and alarm systems; structures and storage areas to ensure they meet fire resistance requirements.

Documents the inspection site by taking photographs and composing sketches of the building and surrounding objects and areas. Completes a report of each fire inspection and records all necessary information. Reinspects buildings where violations of fire codes occurred; issues citations and fines when necessary.

Gathers information and evidence from inspections for use in court proceedings. Receives complaints from the public on hazards or on possible violations of fire codes. Monitors and evaluates local conditions which may become fire or safety hazards.

Investigates fires at the fire scene and restricts access to prevent removal, damage, or contamination of evidence. Examines interior and exterior of fire structure and checks the surrounding area to search for and collect evidence. Determines the cause of fire and identifies the heat source. Provides an accurate record of the fire scene by taking photographs, writing extensive notes, and making sketches and diagrams. Completes a fire investigation report. Determines whether the fire was the result of natural causes, carelessness, or arson and requests expert assistance when needed.

Interrogates suspects and interviews firefighters, witnesses, and any other logical sources of information. Reviews and analyzes data that may be used to prove whether or not a fire was the result of arson and to prepare a case for prosecution. Secures and executes a search and/or arrest warrant and apprehends arson suspects when necessary. Acts as a liaison with law enforcement or other arson investigation agencies and communicates with the prosecutor's office. Provides information to victims and witnesses and testifies in court.

Assists institutions or companies in developing solutions for fire prevention problems, draws up evacuation plans, and conducts fire drills. Oversees fire safety at major public events. Coordinates with and gives assistance to federal, state, and local agencies. Serves as division representative to the news media and responds to questions from the public regarding fire prevention services, fire dynamics, and fire tenability. Coordinates field trips and conducts tours of the department facilities, and delivers lectures on fire safety. Provides volunteer fire departments with fire prevention assistance and training when required.

Recommends goals and changes in department operations that will improve ISO ratings. Evaluates new laws and regulations and reviews existing or proposed legislation relating to fire prevention. Reviews incoming communications and requests for the release of fire prevention records. Completes incident, inspection, and investigation reports for the division. Reviews plans for compliance with fire codes for fire department access. Administers the department "Knox Box" and Company Inspection programs.

Performs related duties as assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States, and of legal age.

After offer of employment, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Applicant must possess one of the following: high school diploma, high school equivalency certificate, high school transcript, affidavit from the issuing high school, associate's or bachelor's degree, or college transcript, any one of which must indicate that graduation has occurred or a degree awarded. A certification of completion shall not be sufficient to substitute for a diploma or equivalency certificate.

Must possess a valid driver's license.

**MUST MEET ONE OF THE FOLLOWING PRIOR TO THE CLOSING DATE FOR
APPLICATION TO THE BOARD**

EITHER

Must have an associate's degree in fire technology or equivalent and must have obtained IFSAC or PRO Board certifications as Firefighter I, Fire Inspector I, Fire Inspector II, Fire Service Instructor I, Fire Officer I, and Fire Investigator, according to National Fire Protection Association (NFPA) standards.

OR

Prior to the closing date for application, must have completed five (5) years of experience in a full-time paid fire department and/or

fire inspection service.

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Prior to the closing date for application to the board, must have obtained IFSAC or PRO Board certifications as Firefighter I, Fire Inspector I, Fire Inspector II, Fire Service Instructor I, Fire Officer I, and Fire Investigator, according to National Fire Protection Association (NFPA) standards.

BY 12-01-14

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